

**PHILIP MORRIS U.S.A.**  
**INTEROFFICE CORRESPONDENCE**  
**Richmond, Virginia**

**To:** Distribution

**Date:** 4/25/97

**From:** R. Lipps

**Subject:** LIMS Team Meeting Minutes for 4/24/97

---

Attendees: C.Ament, E. Carmines, D. Lisbon, F. Logan, R. Lipps, J. Sampson, J. Wickham

**Business Conducted:**

- Martin Goffman was selected as the preferred LIMS team consultant. His fee will be up to \$65,000 with an additional \$10,000 for travel. The team will seek approval for contracting with M. Goffman.
- The team discussed how to proceed in informing R&D about the LIMS team objective and the JAD meetings to be held by M. Goffman. Steps agreed on included:
  - A discussion to be held with the QTP team to explain the LIMS team process and scope.
  - A presentation to Cox's staff to explain the JAD meetings and the time requirements from R&D's laboratory staff.
- The team decided that a survey of R&D laboratories was required to proceed. The objective is to identify all R&D labs and their instrumentation.
- The purchase requisition for D. Crouse has been sent to Finance. The signed confidentiality agreements were sent to C. Hardin. An enhanced confidentiality agreement will be needed for M. Goffman.

**Action Items:**

*Yester*

- R. Lipps will write a purchase requisition for M. Goffman for K. Koller, send the purchase requisition for S. Goodhart to Finance, and create a PS/7 schedule using the information sent by M. Goffman.

*Due*

- E. Carmines will forward a lab survey form to the team which will be completed by the next meeting. Responsibilities were distributed as follows:
  - J. Wickham - General lab instrument review
  - D. Lisbon - Development Engineering labs
  - S. Laffoon - PTL labs
  - C. Ament - ARD labs
  - F. Logan - PRD labs
  - R. Lipps - SAP requirements
- J. Sampson will attend the next QTP meeting to discuss current issues. He will also make contact with Kraft's LIMS expert, write a cover memo for the purchase requisition for M. Goffman, and obtain a copy of the QTP team's consultant

*Cover*

confidentiality agreement as a model for the enhanced agreement need for M. Goffman.

- All member should bring vacation schedules and business trip schedules to the next meeting.
- The next meeting was set for 5/1/97 at 1:00 pm in T2 with the following agenda:
  1. Agenda Review
  2. Old Business (Consultant Update)
  3. QTP Team Meeting Update
  4. Cox Staff Presentation Discussion
  5. Team Progress Assessment
  6. Milestone Celebration Discussion
  7. Set agenda for 5/1/97

(5) Responsibility Matrix

Distribution:

Ament, C.  
Carmines, E.  
Good, B.  
Laffoon, S.  
Lisbon, D.  
Logan, F.  
Sampson, J.  
Wickham, J.